



VENUE RENTAL GUIDE FOR CORPORATE EVENTS

www.fairliechicago.com

MEET THE TEAM



Welcome to Fairlie—Chicago's luxury event space redefining celebrations since 2019. Behind every unforgettable experience is a passionate team that brings vision, precision, and style to life.

At the helm is Alexis, Fairlie's founder and creative force. Her vision of modern sophistication and flawless hospitality has shaped every inch of this space—and every event hosted within it.



Keeping everything running seamlessly is Alison, our Operations Manager. With an eye for detail and a heart for service, she ensures each event unfolds with ease and excellence. With her team of Wedding Planners, Erin & Luis, they provide full service wedding planning for every Fairlie wedding.

Orlando, a dedicated member of our team, brings the energy and support that make behind-the-scenes magic feel effortless.

We're more than just a space. We're a team of passionate professionals committed to making your event extraordinary.

OUR PROMISE TO THE PLANET

Fairlie is more than just a beautiful event space—it's a reflection of our values.

We are deeply committed to reducing environmental impact across every aspect of our operations. From the initial walkthrough to the final sendoff, our team integrates sustainability into every stage of your event.

That means smart sourcing, responsible waste management, eco-conscious vendor partnerships, and a deep respect for our planet.

As proud members of the Sustainable Events Collective, we align with a growing movement of venues and creatives dedicated to eco-forward practices.

Hosting with us means choosing beauty, professionalism, and purpose—all under one (very stylish) roof.



RENTAL PRICING

2026 & 2027

January - March:

Friday \$7,000

Saturday \$9,500

Sunday-Thursday: \$5,500

April - December:

Friday \$10,500

Saturday \$13,500

Sunday-Thursday: \$7,000



2028

January - March:

Friday \$7,500

Saturday \$10,000

Sunday-Thursday: \$6,000

April - December:

Friday \$11,000

Saturday \$14,000

Sunday-Thursday: \$7,500

Rental Fee is Inclusive Of:

11.5 Hours of Access Including Two Suites + Conference Room

Seating for Up to 250 Guests

All Taxes + Fees

Take a virtual tour of our space [here!](#)

You can also check out some real fun Fairlie events on [our blog!](#)

OUR AMENITIES + INVENTORY

15,000 Square Feet of Loft Space Across Main Floor & Mezzanine Level

Tuk Tuk - Yes, You Do Get a Ride!

Unique Custom Staircase and Windowed Atrium Entrance

Silver Crossback Chairs and Farm Dining Tables for up to 250 Guests

10 Cocktail Tables for Bar Areas

2 Luxury Private Suites with Private En Suite Bathrooms

Conference Room

Coat Room + Coat Check Attendant

Custom Built-In Bar

Customizable AV Lighting Options

Floor-to-Ceiling Retractable Drapery System + Ceremony Wall Drape
Detail

Customizable Welcome Marquee Signage

On-site Security Personnel

Wi-Fi

Ample HVAC for a Comfortable Environment

Pet-Friendly (Prior to Food Service)

Interior Motor Vehicle Access + Pull-In Accessibility for Food Trucks

Private On-Site Parking Lot + Public Free Street Parking at Entrance

MEETINGS + CONFERENCES

The Fairlie is a Great Place for Your Next Meeting/Conference!
With the help of our in-house AV team, The DJ Firm, we are able to create a custom meeting or conference set up based on your overall event needs.

Our space is equipped to accommodate:
300 Lecture Style Seating
400 Seated at Rounds on the Main Floor
Breakout Mini Sessions
Additional Loft Space seating 60 guests
Conference Room Seating 14 guests comfortably

Our Conference + Meeting AV Option Include:

- **Corporate DJ Services**
 - 2-hours of DJ Entertainment
 - High-quality DJ P/A system suitable for up to 175 guest
 - 1 Wireless microphone
 - Cost: \$1,600.00

 - DJ by the hour (after two hours)
 - Cost: \$400.00 per Hour
- **Corporate Production Packages**
 - **Basic Audio Package**
 - Up to 5 hours of service
 - (4) Professional quality audio speakers (First floor level)
 - 2 Professional handheld wireless microphones
 - 1 Playback device for Spotify playlist
 - Cost: \$2,000.00
- **Stage Installation**
 - **Stage Sizes:**
 - 12x24
 - Cost: \$1500.00
 - 12 x16
 - Cost: \$1100.00
- **TV & Audio Package**
 - Up to 5 hours of service
 - Professional quality audio speakers (First floor level)
 - 2 Professional handheld wireless microphones
 - 2 75-inch TVs on stands
 - 2 Playback laptops
 - 1 Pro Video Switcher
 - 1 Playback device for Spotify playlist
 - Cost: \$4,000.00
- **Projection & Audio Package**
 - Up to 5 hours of service
 - Professional quality audio speakers (First floor level)
 - 3 Professional handheld or lapel microphones
 - 2 Stumpfl 6'x10' S32 Screens
 - 2 10,000 lumen projectors (Front projection)
 - 2 Long throw projector lenses
 - 2 55-inch Confidence monitors
 - 2 Playback laptops
 - 1 Stage wash
 - 1 Pro Video Switcher
 - 1 Playback device for Spotify playlist
 - \$11,000.00

FULL SERVICE EVENT PLANNING

\$40 PER GUEST OPTIONAL ADD-ON

Elevate your experience with Fairlie's expert full-service Event Planners — a powerhouse team dedicated to bringing your vision to life. This premium add-on ensures every detail is flawlessly executed, so you can focus on celebrating!

Full Service Event Management Package Add On Includes:

- Budget Meeting Immediately Upon Signing
- Design Meeting 10 Months Out
- Monthly Task Agenda Given Upon Signing
- Access to Lead Planner from Now Through the Event Day
- Unlimited Access via Phone or Email Throughout Planning Process
- Strategic Meetings Set to Finalize all Planning and Logistics from Signing to Day Of
- Curated Vendor Recommendations + Vendor Acquisition
 - Includes Contract Negotiation
- Guide Through Invitation + RSVP Process
- Timeline, Floor Plan, Decor Plan Management
- Day of Execution w/ Planner for 8 Event Hours
- Assistant Planner for 8 Hours
- Post Event Follow Ups w/ Vendors as Needed

FULL-SERVICE PLANNING PROCESS

01

LOCK IN YOUR DATE

You sign a contract with us and provide a deposit of 33% of the venue rental.

02

MEET YOUR FAIRLIE EVENT PLANNER

Your Planner is assigned as soon as the deposit is received. They will guide you from start to finish for your event planning needs. We will determine a custom planning, entertainment, and food + beverage package rate per guest at this time.

03

ALIGN THE DREAM WITH THE DOLLARS

Start your planning journey with a dedicated budget session—covering everything from invites to major investments. Your planner will help you build a spending strategy that supports your vision every step of the way.

04

CRAFT THE LOOK

Your planner will curate a personalized event design deck—an elevated visual guide that captures the look, feel, and flow of your celebration.

05

ASSEMBLE YOUR TEAM

Your planner will provide a monthly task agenda to help you secure your vendor team and guide you through each booking. You'll also receive a curated vendor list tailored to your budget and design vision. You will have access to your planner for ANY questions along the way!

06

CREATE A CULINARY EXPERIENCE

Elevate your event with Huegah, our in-house catering experts—design a one-of-a-kind menu and bar experience that's as unique as your celebration.

07

CUSTOMIZE YOUR VIBE—FROM BEATS TO LIGHTING

Team up with our in-house DJ and AV partner, The DJ Firm, to secure your DJ, lighting, and premium AV upgrades—setting the perfect vibe for your event.

08

CONFIRM THE DETAILS, CUE THE CELEBRATION

Your planner will finalize every event detail with you and your vendors, handling all communication so you can focus on enjoying the lead-up to your event

ALL INCLUSIVE 11.5 HOUR EVENT PACKAGE

\$255 PER GUEST OPTIONAL ADD-ON
+ RENTAL RATE

100 GUEST MINIMUM

ALL FEES + TAXES INCLUDED

- **Full Service Planning**

- Budget Meeting Immediately Upon Signing
- Design Meeting 10 Months Out
- Monthly Task Agenda Given Upon Signing
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- Post Event Follow Ups w/ Vendors as Needed

- **Entertainment + AV + Lighting**

- DJ for Up to 7 Hours OR Stage for Band with Dance Floor Wash
- Photo Booth
- 10 Uplights

- **Food + Beverage**

- Front & Back of House Staff
- Customized Menu Including:
 - Passed Appetizers
 - Plated Salad
 - Plated Entree - Choice of Protein
 - Mini Sweet Display
- Gratuity for Staff Included
- China, Flatware, Glassware for Tables + Bars

- **Top Shelf Bar**

- Bartenders
- Mixers
- Ice
- Top Shelf Bar Offerings
- 6 Hours of Open Bar



CRAFTED WITH CARE. SERVED WITH STYLE.

HUEGAH
CATERING CO.

Our in house catering team, Huegah, creates custom culinary experiences unique to each event.

At Huegah, we believe that there is no client more important than you. When you work with us, we promise you our uncompromising attention to detail, food of the highest quality, and to be treated the way you want to be treated.

We describe our cuisine as “dressed up eclectic comfort”. Our artful and delicious chef-crafted menu, is guided by the season, inspired by you and your event, and begins with the freshest, hand-selected ingredients.

What about the name? Derived from the word “hygge”, Huegah, is a phonetically spelled word from Danish culture. It’s a verb, a noun, an adjective and a way of life. Although there is no direct English translation, “hygge” is commonly used to describe a combination of comfort, contentment and conviviality. We thought it suited us well.

OUR PROCESS

01

Create a Culinary Experience

Elevate your event with Huegah, our in-house catering experts—design a one-of-a-kind menu and bar experience that’s as unique as your celebration.

02

Experience the Flavors Before the Event

Enjoy a tasting for up to 4 guests of your entire customized food and beverage menu.

A preview of all rentals and linen will also take place.

Tastings are ONLY for 11.5 Hour All Inclusive Event Packages

03

Lock In Your Menu & Bar Experience

Your Planner will work in tandem with the Huegah team to finalize all catering and beverage details.

WE BRING THE VIBE. YOU MAKE THE MEMORIES.



At The DJ Firm, we craft the perfect musical atmosphere that reflects your personality, backed by seasoned professionals who values the importance of every event. We ensure a seamless, and worry-free experience.

We go above and beyond with the responsiveness and attention to detail. Bringing the joy to events through collaboration and enthusiasm. The DJ Firm strive to offer each client **the best event imaginable**. No matter the case, The DJ Firm works with you to provide a highly regarded entertainment representation that fits all of your unique needs!

We look forward to creating the perfect vibe for your special day!

OUR PROCESS

01

Customize Your Vibe—From Beats to Lighting

Team up with our in-house DJ and AV partner, The DJ Firm, to secure your DJ, lighting, and premium AV upgrades—setting the perfect vibe for your event.

02

Meet Your DJ

We will pair you with 3 perfect DJs based on your musical preferences and overall aesthetic. You choose your favorite to rock your event from that list!

03

Lock In Your DJ & Lighting

Your Planner will work in tandem with the The DJ Firm team to finalize all sound, lighting and AV details.

Opting for a band? Perfect! We'll swap the DJ in your package for a professional stage setup and dynamic dance floor lighting—ensuring your entertainment experience stays elevated, without adding extra cost.

ENHANCEMENTS

The below offerings can be added on to your package for an additional rate.

AV/LIGHTING:

Live Musicians

Gobo Projection

Dance Floor Wash Lighting

Pin Spots

Bistro Lighting Throughout Dining Area

DECOR:

Custom Tuk Tuk Decal

Lush Candle Treatment for Staircase

Lush Candle Treatment for Dining Area Ledges

Lounge Furniture

Upgraded Linen

Upgraded Rentals

FREQUENTLY ASKED QUESTIONS



What's the capacity at Fairlie?

We can accommodate up to 250 guests for a ceremony + reception or up to 400 for a cocktail style event.

How do I book a date?

A 33% deposit of the rental fee + estimated guest count all inclusive package estimated total cost, is due at the time of booking. 33% due midway through your planning process and the remaining balance is due 2 weeks before the event date. Fairlie accepts cash, check, money order, and payment through online invoicing. There is a 3% processing fee for all credit card payments.



What is your cancellation policy?

Your deposit is non-refundable. If a date is cancelled, your deposit is forfeit unless the date can be rebooked. If an event is cancelled within 60 days of the event date, you are responsible for full rental balance. If you decide to move the date of the event, you may do so, pending availability and with a second and separate deposit.



Is the building wheelchair accessible?

Yes. The Main floor of our space is on the ground floor and wheelchair accessible - the second floor mezzanine is only accessible via stair.

What are the nearest hotels?

The hotels listed here are the nearest to our location; Ace Hotel, Hampton Inn Chicago West Loop, The Hoxton, Hyatt Wicker Park, Hyatt House West Loop, Hotel Chicago West Loop, The Robey.



Is Fairlie pet friendly?

Pups on a leash are permitted in the space prior to any food service occurring onsite with prior approval. Once food service begins the pet must be escorted out of the space for the remainder of the event.

What do I do if I have more questions?

Say hello and ask away! info@fairliechicago.com